User Accounts and Security

Potential users should contact the county point person to request access to ELI. This will usually be your E&P coordinator or someone they designate to be the point person for ELI in the county.

To request additions, deletions or changes to ELI user accounts the county point person should **contact Hong Chen at the Office of AIDS hchen@dhs.ca.gov**

To request that an **account be deleted or reset** please include:
- ✓ County name
- ✓ Name of agency the person works for
- ✓ User name/Account name

To request a **new account** please include:
- ✓ County name
- ✓ Name of agency the person works for
- ✓ First name
- ✓ Last name
- ✓ Privilege level
- ✓ Valid email address

A unique user name and password will be issued for each individual as soon as possible. This user name and password should **NOT** be shared with anyone or recycled when new staff members are hired. All policies and procedures set forth by the county's information technology department should be followed with regard to the access and use of ELI.

Do **NOT** write the password or user name down or post it to the computer.

The **supervisor must logon to ELI first** and complete the set up information for their agency and interventions referring to the *Coordinator's Quick Start Guide to the ELI System*. Intervention setups for the ELI system must be approved by the Office of AIDS **prior** to data entry.

Once a username/password are assigned, a supervisor has completed the system set up, **AND** the Office of AIDS has approved the set up the supervisor may attach users to the interventions they will be working on. Then other users may log on to the ELI system and begin data entry.

Any technical difficulties or questions regarding this process should be directed to the county point person. If the county point person is not able to resolve the problem they will contact ELI technical assistance at the Office of AIDS.

The following table summarizes what actions operators at each privilege level can perform for their own and subordinate agencies.

Operator Privilege Level	Abilities					
	Data Entry Buttons	**Agencies**	**Interventions**	**Operators**	**Utility Functions**	**Reports**
View-Only	View data for currently logged intervention	View own Agency record and subordinates	View intervention data for own agency and subordinates	No access	No access	Request reports for own agency, and any subordinate Some specific reports may require higher privileges than others.
Data Entry	Add, delete, and edit records for active intervention (in own agency or any subordinate agency)	View own Agency record and subordinates	View Intervention data for own agency and subordinates	No Access	No access	Request reports for own agency, and any subordinate Some specific reports may require higher privileges than others.
Supervisors & Coordinators	Add, delete, and edit records for active intervention (in own agency or any subordinate agency)	Edit own Agency and subordinates	Add, delete, and edit Interventions for own Agency and subordinates	Edit Operators (and their Interventions) at own Agency or subordinates	Broadcast e-mail messages, view System Parameters	Request reports for own agency, and any subordinate Some specific reports may require higher privileges than others.
Administrators & System Managers	Add, delete, and edit records for active intervention (in own agency or any subordinate agency)	Add, delete, and edit own Agency and subordinates	Add, delete, and edit Interventions for own Agency and subordinates	Add, delete, and edit Operators in any agency. (Cannot delete self)	Broadcast e-mail messages, change System Parameters	Request reports for own agency, and any subordinate Some specific reports may require higher privileges than others.
	Data Entry Buttons	**Agencies**	**Interventions**	**Operators**	**Utility Functions**	**Reports**
Operator Privilege Level	Abilities					